



IPEDS Reporting

Institutional Reporting Series

March 28, 2024



Meet Your Presenters



James Cousins

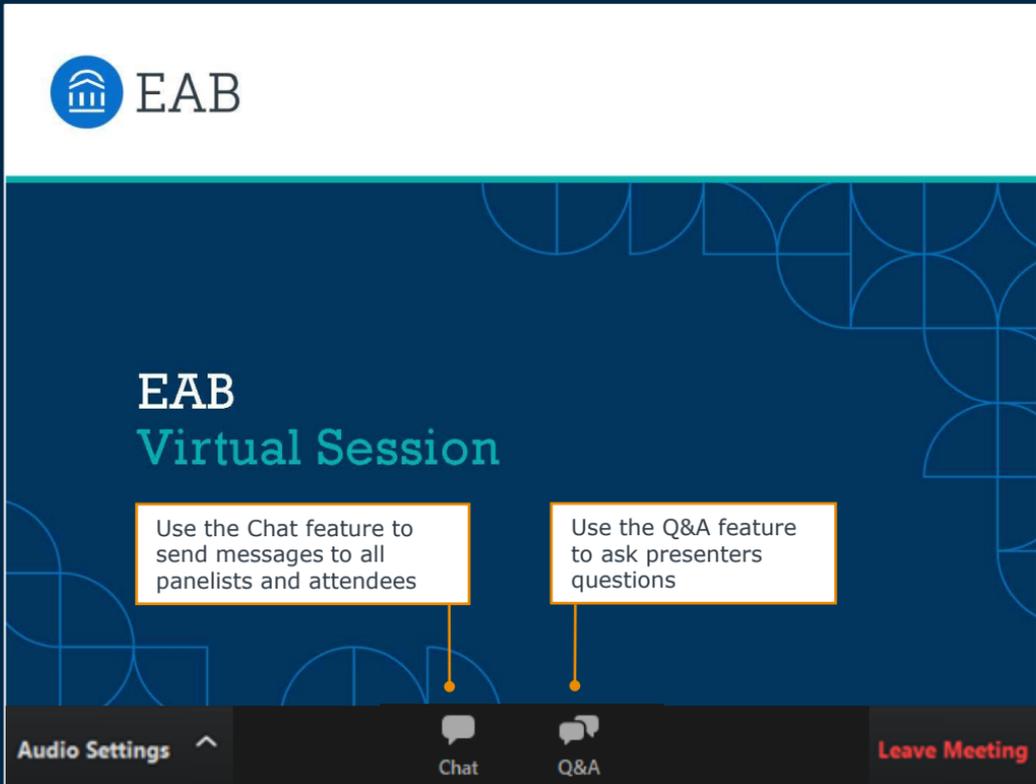
*Senior Strategic Leader,
Data and Analytics*



Lily Brennan

*Strategic Leader,
Data and Analytics*

Submit a Question or Comment



The screenshot displays the EAB Virtual Session interface. At the top left is the EAB logo, consisting of a blue circle with a white building icon and the text "EAB". Below the logo, the text "EAB Virtual Session" is displayed in white and teal. Two callout boxes with orange borders and lines pointing to the bottom navigation bar provide instructions: "Use the Chat feature to send messages to all panelists and attendees" and "Use the Q&A feature to ask presenters questions". The bottom navigation bar is dark grey and contains four items: "Audio Settings" with an upward arrow, "Chat" with a speech bubble icon, "Q&A" with a speech bubble icon, and "Leave Meeting" in red text.

EAB

EAB
Virtual Session

Use the Chat feature to send messages to all panelists and attendees

Use the Q&A feature to ask presenters questions

Audio Settings ^

Chat

Q&A

Leave Meeting

Turn on Captions

The image shows a Zoom meeting interface with a dark blue background. At the top left, the EAB logo is displayed. The main content area features the text "EAB Virtual S" in white and light blue. A callout box with a white background and orange border points to the "CC" (Closed Captions) icon in the bottom center. The callout box contains the text: "Enable an automated Live Transcript - Show Subtitle or View Full Transcript". The "CC" icon is a small square with the letters "CC" inside. Below it, a menu is open, showing three options: "Show Subtitle" (highlighted in blue), "View Full Transcript", and "Subtitle Settings...". At the bottom of the screen, there are three buttons: "Audio Settings" with an upward arrow, "Live Transcript" (with the "CC" icon above it), and "Leave Meeting" in red text.

EAB

EAB
Virtual S

Enable an automated Live Transcript -
Show Subtitle or View Full Transcript

Show Subtitle
View Full Transcript
Subtitle Settings...

Audio Settings ^

CC
Live Transcript

Leave Meeting

Give the Chat a Try!



What are you most looking forward to as the weather warms up?



IPEDS Reporting

Institutional Reporting Series

March 28, 2024



Welcome to the Institutional Reporting Series!



Steps to Build, Use, and Evaluate Your Model

IPEDS Reporting

Delve into 3 key areas essential to any Rapid Insight user responsible for IPEDS reporting:

- Fixed width formatting
- Transposing data
- Creating flags for key demographics

MARCH 28

Accreditation Reporting

Learn how to align data analysis jobs with your institution's accreditation requirements like:

- Merging/appending tables where needed
- Performing known cleanup tasks
- Creating useful new variables

JULY 11

Ad Hoc Reporting

Manage ad hoc requests outside annual compliance reporting more efficiently by:

- Using metadata to get a sense for the dataset itself
- Reviewing correlations between characteristics and outcomes

NOVEMBER 7

[Register for the sessions here!](#)



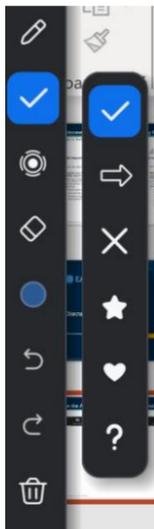
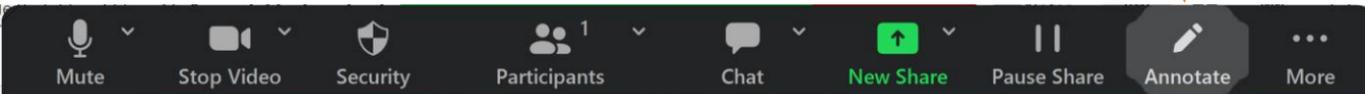
Discussion

1

Use the Annotate Feature to ‘Stamp’ Your Vote



- 1 Find the Annotate option at the bottom of your Zoom screen.



- 2 Select “Stamp”

- 3 Click on the screen to add your stamp!

How would you describe your current IPEDS reporting process?



Pop Quiz! What does IPEDS stand for?



Use the stamp feature to cast your vote!

**Institutional
Postsecondary
Education Data
System**

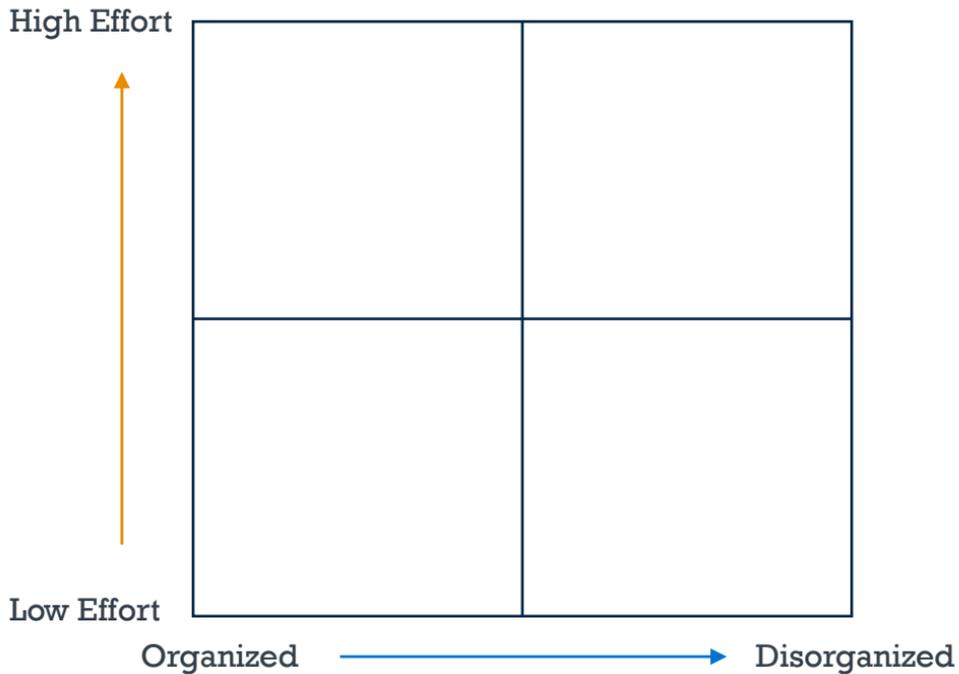
**Integrated
Postsecondary
Education Data
System**

**International
Postsecondary
Education Data
System**

Evaluating Your Current IPEDS Process



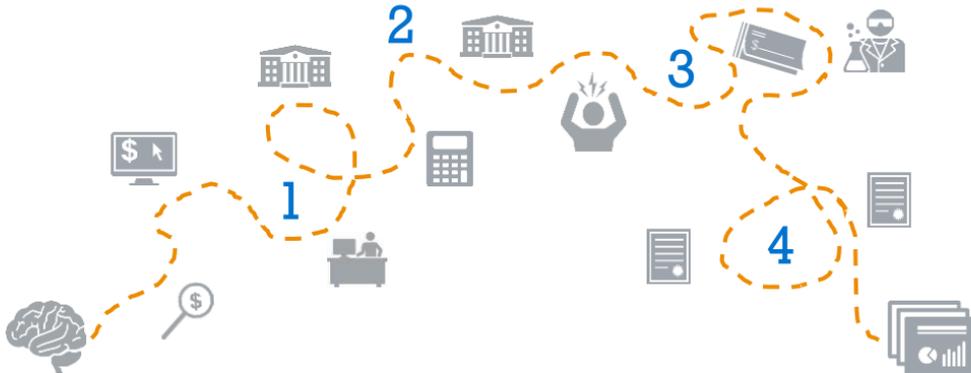
How would you describe your current IPEDS reporting process?



Bumps in the Road



Which parts of the IPEDS reporting process are the most challenging or time-consuming for you?



1

Sourcing necessary data

2

Blending/reconciling disparate sources

3

Formatting data

4

Submitting data

Your Role in the IPEDS Reporting Process



How do you think of your current involvement in the IPEDS reporting process?



Data contributor



Coordinator for multiple IPEDS surveys



Key holder

Do you wish you were:

Less involved



More involved

How are you submitting your IPEDS data?



Manual data entry through survey
collection form



Uploading data using fixed
width files



Techniques

2



**How confident are you that you could
improve your upcoming IPEDS
submission process?**

3 Common Challenges & How to Tackle Them



Calculating Accurate Totals

Create Flags and Aggregate



Formatting Data

Transform, Cleanse, Transpose, Rename



Submitting Data

Fixed Width File Output

Calculating Accurate Totals



Step 1: Create Flags

HSDegree/GEDawarddate	Enrollstartdate	Enrolledwithin 12 months
6/15/2015	8/28/2015	1
12/4/2017	8/14/2018	1
5/23/2019	8/30/2020	0

- ▶ A “**flag**” is a binary column indicating that a record does or does not meet a certain condition.
- ▶ Flags can be created in the **Transform** node.



Example:

An “Enrolled within 12 months” flag would mark students who enrolled within 1 year of HS graduation/GED with a 1 and students who enrolled after 1 year with a 0.

```
IF(DAYSBETWEEN([A],[B])<365,1,0)
```

Calculating Accurate Totals

Step 2: Aggregate

StudentID	Gender	StudentLevel	CollegeCode
8913	M	UG	BE
8914	F	UG	AS
8915	M	UG	AS
8916	F	UG	AS
8917	F	UG	AS
8918	M	UG	BE
8919	F	UG	BE
8920	F	UG	HH
8921	F	UG	AS
8922	F	UG	HH
8923	M	UG	AS
8924	F	UG	HH



Aggregate_2: [Aggregate]

File Edit Sort Check All Optimization Help

min max # X Σ ↑ σ

Output Columns	Min	Max	Count	Mean	Sum	Count Distinct	First	StdDev
Student ID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residency Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zip Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ActvCred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FT/PT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Aggregate By:

Gender



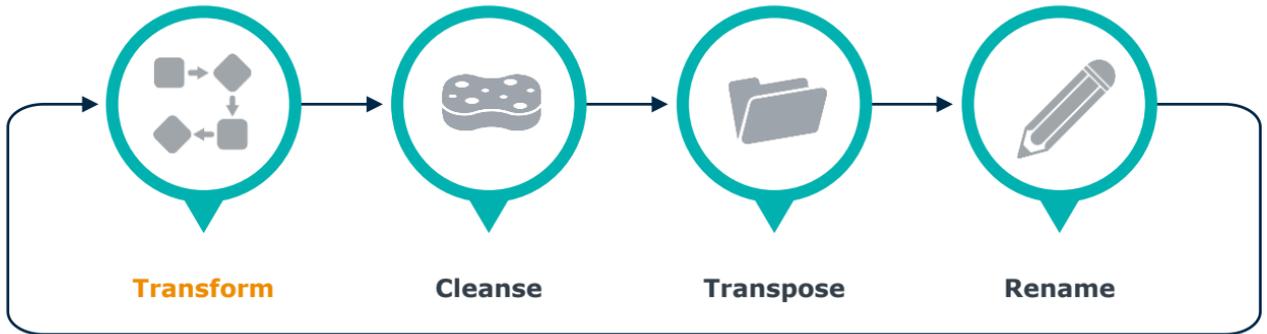
Gender	StudentID_Count
F	3224
M	1475
N	1

- ▶ The **Aggregate node** allows you to count records or individual values and group those counts by categories that exist in your dataset.

Example:

Count the number of students by Gender

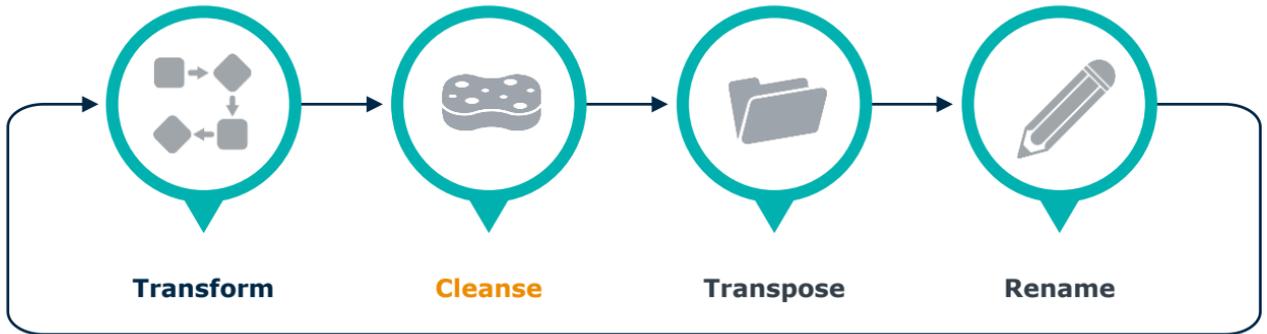
Formatting Data



- ▶ The **Transform node** allows you to insert columns with a constant or null for every record, or generate new fields

UNITID	SURVSECT	PART	SLEVEL	FILLER	LINE	EFAGE01	EFAGE02	TOTAL
123456	EF1	B	1	(null)	1	8	22	30
123456	EF1	B	3	(null)	1	(null)	1	1
123456	EF1	B	1	(null)	2	55	96	151
123456	EF1	B	3	(null)	2	4	11	15

Formatting Data



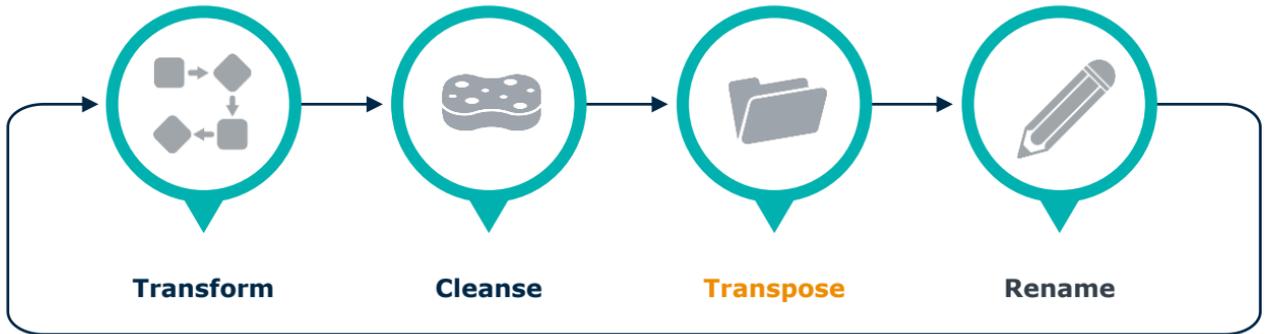
- ▶ The **Cleanse node** allows you to replace record values with other values or codes.
- ▶ The **Import specification appendix** often contains code crosswalks that data needs to follow.

Race/ethnicity table

- 1 - U.S. Nonresident
- 2 - Hispanic/Latino
- 3 - American Indian or Alaska Native
- 4 - Asian
- 5 - Black or African American
- 6 - Native Hawaiian or Other Pacific Islander
- 7 - White
- 8 - Two or more races
- 9 - Race and ethnicity unknown
- 10 - *Total will be generated on the export file. Do not include in import file.*
- 11 - *Grand total will be generated on the export file. Do not include in import file.*

Replace	Modify
When	
Ethnicity Code	
=	BL
Replace with:	Black or African American
<input type="checkbox"/> Replace With Null	

Formatting Data



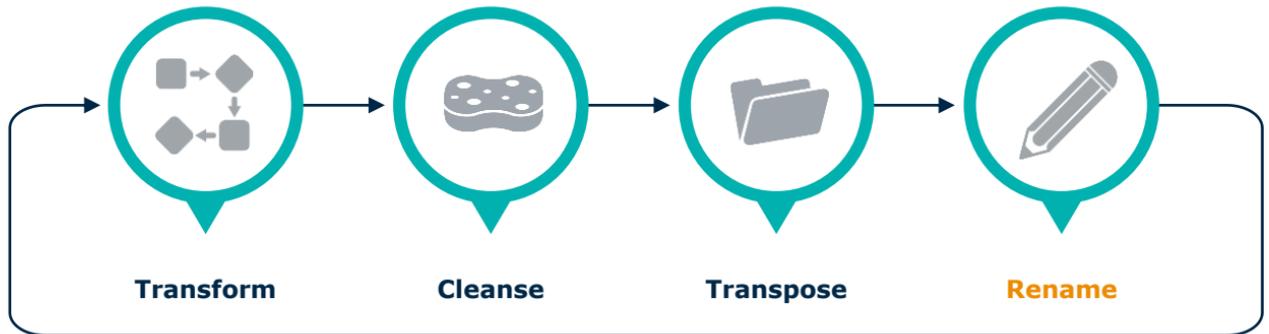
- ▶ The **Transpose node** allows you to reformat data from long form ((multiple rows per value) to wide form (1 row per value)

UNITID	SURVSECT	PART	SLEVEL	FILLER	LINE	GENDER	COUNT
123456	EF1	B	1	(null)	1	M	0
123456	EF1	B	1	(null)	1	F	2
123456	EF1	B	3	(null)	1	M	1
123456	EF1	B	3	(null)	1	F	1
123456	EF1	B	1	(null)	2	M	7
123456	EF1	B	1	(null)	2	F	15
123456	EF1	B	3	(null)	2	M	10
123456	EF1	B	3	(null)	2	F	11

➔

F	M
2	0
15	7
1	1
11	10

Formatting Data



- ▶ The **Rename** node allows you to rename and reorder columns to match schema requirements

• Rename: [Rename]

File Edit Sort Help

Grid icons, Undo, Redo, Find, Add, Subtract, Print

Keep	Column Name	New Name
<input checked="" type="checkbox"/>	UNITID	
<input checked="" type="checkbox"/>	SURVSECT	
<input checked="" type="checkbox"/>	PART	
<input checked="" type="checkbox"/>	Student Level	SLEVEL
<input checked="" type="checkbox"/>	FILLER	
<input checked="" type="checkbox"/>	Age Cat	LINE
<input type="checkbox"/>	FT/PT	
<input checked="" type="checkbox"/>	M	EFAGE01
<input checked="" type="checkbox"/>	F	EFAGE02
<input type="checkbox"/>	N	

Part B - Fall Enrollment by Age and Gender for Full-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2023.

Program reporters report students enrolled at any time between August 1 and October 31, 2023.

Age	Full-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (Carried forward from part A)		

Uploading IPEDS Data Manually

- ▶ Time-consuming
- ▶ Risks errors in data submission

Submitting Data

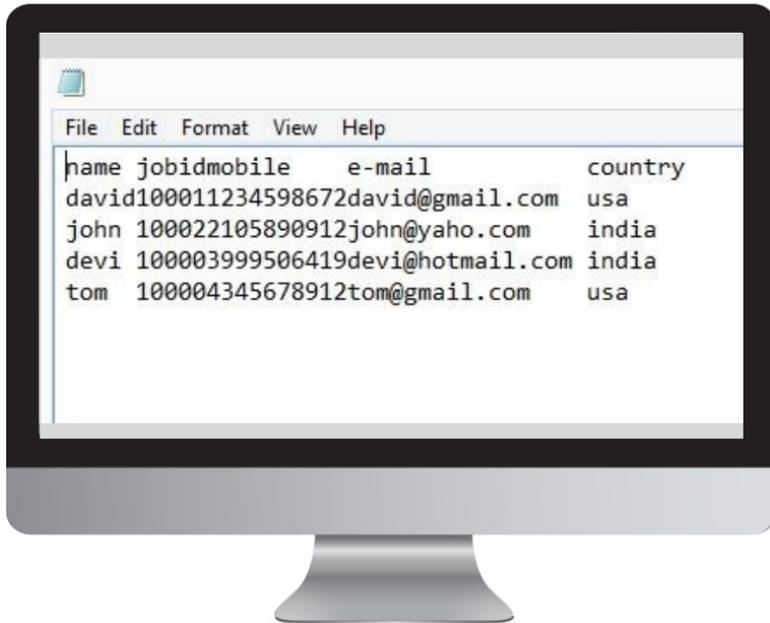
Count by age: Fall Enrollment by Age

It is mandatory in this collection.

UNITID	1	6	N	UNITID	Valid UnitID
SURVSECT	7	3	AN	Survey Section	"EF1"
PART	10	1	AN	Part of survey section - age	"B"
SLEVEL	11	1	AN	Level of student	1 and 3 (refer to student level table (Part B)) in appendix
FILLER	12	6	AN	Filler	Blanks
LINE	18	2	AN	Age of student	1-24 (refer to age category table in appendix) (11, 12, 23, and 24 are for export only)
EFAGE01	20	6	N	Men	0 to 999999
EFAGE02	26	6	N	Women	0 to 999999

UNITID	SURVSECT	PART	SLEVEL	FILLER	LINE	EFAGE01	EFAGE02
123456	EF1	B	1	(null)	1	0	2
123456	EF1	B	3	(null)	1	1	1
123456	EF1	B	1	(null)	2	7	15
123456	EF1	B	3	(null)	2	10	11

Fixed width file: A text file that is arranged so that each column has a specified width.



- ▶ There are no delimiters used to separate fields in this type of file.
- ▶ Columns are distinguished from one another by width (since the width of each field is known, the position that each column begins and ends is also known)
- ▶ A schema is used to create a fixed width file

Submitting Data



Schema: Describes the structure of a data file

UNITID	1	6	N	UNITID
SURVSECT	7	3	AN	Survey Section
PART	10	1	AN	Part of survey section - age
SLEVEL	11	1	AN	Level of student
FILLER	12	6	AN	Filler
LINE	18	2	AN	Age of student
EFAGE01	20	6	N	Men
EFAGE02	26	6	N	Women

Requirements for a schema file:

- ▶ Column title
- ▶ Column starting position
- ▶ Length of field in number of characters
- ▶ Data type of field

Submitting Data: Try This Instead

1 Follow the import specs

Count by age: Fall Enrollment by Age					
It is mandatory in this collection.					
UNITID	1	6	N	UNITID	Valid UnitID
SURVSECT	7	3	AN	Survey Section	"EF1"
PART	10	1	AN	Part of survey section - age	"B"
SLEVEL	11	1	AN	Level of student	1 and 3 (refer to student level table (Part B)) in appendix
FILLER	12	6	AN	Filler	Blanks
LINE	18	2	AN	Age of student	1-24 (refer to age category table in appendix) (11, 12, 23, and 24 are for export only)
EFAGE01	20	6	N	Men	0 to 999999
EFAGE02	26	6	N	Women	0 to 999999

Submitting Data: Try This Instead

2

Generate fixed width files with the Output node



Output

File Properties

New File Properties

Define File Format

To save data, you must first define the new file's format. Confirm that the file properties are correct before finishing.

Row Delimiter: Delimited

Text Qualifier:

Default Date Format:

Default Decimal Places:

File Type:

Field Delimiter: Comma Semicolon Vertical Bar
 Tab Colon Other

First Row Contains Field Names

Fixed Width

Generated Sample Data:

```
Col001Col002Col003Col004Col005Col006Col007Col008Col009Col010  
000001abcdef000003000004000005000006000007000008000009000010
```

Define appropriate file properties.



Live Demo

3



**How confident are you that you could
improve your upcoming IPEDS
submission process with the skills we
discussed today?**



202-747-1000 | eab.com

